



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Cash Receipts / Revenue Transmittals

CUTOFF: EOSFY

DESCRIPTION: Money received from students, agencies, vendors, etc. for Academy services. These are recorded in the SAM II financial system as well as Training Division ledgers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21369

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Glock Maintenance Checklist (SHP-956)

CUTOFF: EOCY

DESCRIPTION: Completed when Glock pistol is inspected annually or repaired.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21370

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Individual Recruit Personnel File - Hired

CUTOFF: Upon graduation

DESCRIPTION: These files included evaluations, counseling reports, property transfers, and other various personnel documents. Transferred to Troop of Assignment.

RETENTION: Years: Months: Days: 30

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 21364

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Individual Recruit Personnel File - Resigned

CUTOFF: Upon resignation

DESCRIPTION: These files included evaluations, counseling reports, property transfers, and other various personnel documents. Transferred to Human Resources Division.

RETENTION: Years: Months: Days: 30

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 21365

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Legal Bulletins

CUTOFF: EOY

DESCRIPTION: Summaries of laws and briefs of criminal and civil cases, particularly if involves important changes and an impact on law enforcement. Historical file maintained in Training Division. Information contained in these bulletins are required knowledge for road officers and promotional test questions are sometimes formulated from this information. A hard copy master file is retained in the Training Division.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21375

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Meal Records

CUTOFF: EOSFY

DESCRIPTION: A sequential listing of meal tickets issued to students and guests for the Academy cafeteria and recorded in the Meal Ticket Record Book. Monies received are deposited in the SAM II financial system. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21367

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Police School Records - Applications

CUTOFF: Upon graduation

DESCRIPTION: Forms received from individuals applying for Academy training.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21356

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Police School Records - Basic Training Course Records

CUTOFF: Upon graduation

DESCRIPTION: Documentation includes trainee name, social security number, date of birth, attendance record, all grades, and final course score; designation of courses pursuant to 11 CSR 75-14.020; lesson plans used to teach the course; class schedule, including date, time, and instructor for all training, both mandatory and supplemental; course documentation pursuant to 11 CSR 75-14.050 taught by a specialist instructor. 11 CSR 75-14.020 requires retention of complete records for 75 years following completion of course.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21355

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Police School Records - Class Rosters

CUTOFF: Upon graduation

DESCRIPTION: A listing of students and their departments attending class at the Law Enforcement Academy.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21359

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Police School Records - Continuing Education Records

CUTOFF:EOCY

DESCRIPTION: Includes lesson plans, instructor records, attendance records, hours of training, and other pertinent class information. This is training received after recruit training - P.O.S.T. mandates officers receive 48 hours every 3 years.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21362

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Police School Records - Individual Class Grades

CUTOFF:Upon graduation

DESCRIPTION: A hard copy of the individual class grades is retained in each school file in addition to a computerized file in the Academy Training Tracking System (ATTS).

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21358

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Police School Records - Lesson Plans

CUTOFF:Upon graduation

DESCRIPTION: Hard copy files of a detailed blueprint used by instructors for training classes.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21360

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Police School Records - Student Absences Records

CUTOFF: Upon graduation

DESCRIPTION: Forms completed by students missing a portion of training.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21357

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Police School Records - Tuition Receipts

CUTOFF: Upon graduation

DESCRIPTION: Documentation of monies collected from outside agencies for students attending training. Entered in Academy Training Tracking System (ATTS) and SAM II. Are noted in the box on the upper left hand portion of the Application for Training form. Additionally, they are recorded in a ledger in the ATTS. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21361

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Property Transfers Receipts

CUTOFF: EOSFY

DESCRIPTION: A written record of property transferred to or from the Training Division.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21368

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Recertification Records (SHP-925)

CUTOFF:EOCY

DESCRIPTION: These records document required recertification on topics such as firearms, hazardous materials, first responder/cpr, etc. These records are also maintained in the ATTS.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21366

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Test Paper

CUTOFF:Upon graduation

DESCRIPTION: A hard copy of each written examination for classes provided by the Training Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21363

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Training Bulletins

CUTOFF:EOCY

DESCRIPTION: Information that enhances employee's knowledge, skills, or abilities necessary to perform their jobs. Supplements other types of training. Historical file maintained in Training Division. Information contained in these bulletins are required knowledge for road officers and promotional test questions are sometimes formulated from this information. A hard copy master file is retained in the Training Division.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21374

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Training Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Worker's Compensation Records - Employees of the Training Division

CUTOFF:EOCY

DESCRIPTION: Completed when employees contract an on-the-job illness or injury. If Training Division TND employee destroy. Otherwise send to employee's Troop or Division.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21373

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Worker's Compensation Records - Hired

CUTOFF:Upon graduation

DESCRIPTION: Completed when employees contract an on-the-job illness or injury. If Training Division TND employee destroy. Otherwise send to employee's Troop or Division.

RETENTION: Years: Months: Days: 30

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 21371

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Worker's Compensation Records - Resigned

CUTOFF:Upon resignation

DESCRIPTION: Completed when employees contract an on-the-job illness or injury. If Training Division TND employee destroy. Otherwise send to employee's Troop or Division.

RETENTION: Years: Months: Days: 30

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 21372

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007